

## **WARREN COUNTY BOARD OF SUPERVISORS**

COMMITTEE: **FINANCE**

DATE: **MAY 9, 2007**

### **Committee Members Present:**

Supervisors	Monroe
	Belden
	Stec
	O'Connor
	Bentley
	Champagne
	VanNess
	Kenny

### **Committee Member Absent:**

Supervisor	Tessier
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### **Others Present:**

William Thomas, Chairman  
Hal Payne, Commissioner of  
Administrative & Fiscal Services  
Joan Sady, Clerk  
Paul Dusek, County Attorney  
Supervisor Caimano  
Supervisor Gabriels  
Supervisor Geraghty  
Supervisor F. Thomas  
William Reese, Director, Employment &  
Training Administration  
Rick Murphy, Deputy Commissioner, Fiscal  
Services  
Rob Lynch, Deputy County Treasurer  
Maury Thompson, *The Post Star*  
Nicole Livingston, Deputy Clerk

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Mr. Monroe called the meeting to order at 10:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the minutes of the April 11, 2007 Committee meeting, subject to correction by the Clerk.

Copies of the Finance Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Monroe apprised the first Item on the Agenda were the requests for Transfer of Funds which were attached for Committee approval. He noted that Supervisory Committee approval had been obtained as necessary.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve Item 1 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe stated Item 2 was a referral from the County Facilities Committee. He said that the Committee authorized Mr. Dusek to proceed in negotiating lease space at 1434 State Route 9 with Kenny Brock Partnership for future placement of the Tourism Department and a source of funding for the lease cost was to be determined. He added that the bid tabulation sheet was attached.

Mr. Monroe advised that he had been asked by Mr. Caimano, Budget Officer, to table this item and that it be referred to the Occupancy Tax Coordination Committee which would be meeting tomorrow.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to table Item 2 as requested.

Mr. Monroe expounded Item 3 was a referral from the Criminal Justice Committee, Probation Department, requesting to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$10,000 to reflect the receipt of Legislative Award funding.

Motion was made by Mr. Bentley, seconded by Mr. Kenny and carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe stated Items 4A through C were referrals from the DPW Committee. He listed the requests as follows:

- A) Increasing Capital Project H259.9550 280-Grist Mill Road Bridge over Stony Creek, in the amount of \$46,000, for right-of-way procurement and related engineering, with the source of funding to be a transfer from A.9550.910-Transfers Capital Projects, as per the attached. Note: The New York State Department of Transportation (NYS DOT) Master Agreement has not been received; therefore the Federal and State funding amounts have not been determined. The document should be received prior to the May 18<sup>th</sup> Board meeting and the amount to be transferred will be reduced.
- B) Increasing Capital Project H258.9550 280-Tannery Bridge over Stony Creek, in the amount \$43,000, for right-of-way procurement and related engineering, with the source of funding to be a transfer from A.9550.910-Transfers Capital Projects, as per the attached. Note: The New York State Department of Transportation (NYS DOT) Master Agreement has not been received; therefore the Federal and State funding amounts have not been determined. The document should be received prior to the May 18<sup>th</sup> Board meeting and the amount to be transferred will be reduced.
- C) Increasing Capital Project H199.9550 280-Corinth Road Reconstruction, in the amount of \$370,000, for engineering design, with the source of funding to be a transfer from A.9550.910-Transfers Capital Projects, as per the attached. Note: The New York State Department of Transportation (NYS DOT) Master Agreement has not been received; therefore the Federal and State funding amounts have not been determined. The document should be received prior to the May 18<sup>th</sup> Board meeting and the amount to be transferred will be reduced.

Motion was made by Mr. Champagne and seconded by Mr. VanNess to approve Items 4A through C as presented.

William Lamy, DPW Superintendent, explained he was waiting for the Master Agreements from the NYS DOT which would identify the local share for the projects. He further noted that he had figured what the local share costs would be and listed them as follows: the Grist Mill Road Bridge over Stony Creek would cost \$9,200; the Tannery Bridge over Stony Creek would cost \$8,600; and the Corinth Road Reconstruction would cost \$18,500.

Following discussion, Mr. Monroe called the question and the motion was carried unanimously to approve Items 4A through C as outlined above, and the necessary resolutions were authorized for the next board meeting.

Continuing, Mr. Monroe apprised Item 5 was a referral from the Economic Development Corporation Committee, requesting funding in the amount of \$50,000 for the Adirondack Regional Business Incubator, for fiscal year 2007.

Motion was made by Mr. Stec and seconded by Mr. Kenny to approve the request as outlined above.

Mr. Caimano referred to Resolution No. 485 of 2005, which was included in the Agenda packet, and noted that it was clearly indicated that the County was a back-up supplier of funding. He added that the County was not obligated to provide this funding, according to the agreement.

Rick Murphy and Rob Lynch entered the meeting at 10:05 a.m.

Paul Dusek, County Attorney, noted there was a related item, Item 12C, included on the Agenda, which he planned to address later. He explained that the building that was purchased that was supposed to be renovated as part of the project may not be feasible any longer. He further explained that they may sell that building, which would provide a pool of funding and they would like to amend the original agreement in order for them to retain the funds from the sale to provide financial stability for the Incubator. He concluded that further clarification was needed.

Mr. Champagne stated that his understanding was that the \$50,000 for the Adirondack Regional Business Incubator was for operational costs. He suggested that this item be tabled pending further research. Mr. Dusek noted a motion to table would supercede the original motion.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to table Item 5 as requested.

Mr. Monroe stated Items 6A through E were referrals from the Federal Programs Committee. Items 6A and B, he said, were referred from the Office for the Aging. Item 6A, he advised, was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$5,260 to reflect the receipt of WRAP (Weatherization Referral and Assistance Program) grant funds. Mr. Monroe added Item 6B was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$50,000 to reflect the receipt of LTCIEOP (Long Term Care Insurance Education & Outreach Program) grant funds.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve Items 6A and B as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Monroe expounded Items 6C through E were referred from the Employment & Training Administration. He said Item 6C was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$1,000 to reflect the receipt of WIA (Workforce Investment Act) grant funds. Item 6D, he noted, was a request to establish revenue code 40.2390, Share of joint activity-other, in the amount of \$25,200 to reflect the estimated reimbursement from the New York State Department of Labor for their share of the costs of the telephone equipment and installation costs. He added Item 6E was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$25,200 to reflect the receipt of revenue from the New York State Department of Labor.

Motion was made by Mr. Bentley, seconded by Mr. Kenny and carried unanimously to approve Items 6C through E as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Reese left the meeting at 10:10 a.m.

Mr. Monroe advised Item 7 was a referral from the Planning and Community Development Committee, requesting to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$2,345 to reflect the receipt of rebate funds from the plotter.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve Item 7 as outlined above, and the necessary resolution was authorized for the next board meeting.

Continuing, Mr. Monroe stated Item 8 was a referral from the Social Services Committee, requesting to close Capital Project H.9552 34 280 (H890-234)- Purchase of Social Services Vehicles, and to return the remaining \$4,859 to Budget Code A.6010 10 230-Administrative Automobile Equipment.

Motion was made by Mr. Kenny and seconded by Mr. Bentley to approve the request as outlined above.

Mr. Caimano questioned why the funds were not being returned to the General Fund, which was where the funds were originally transferred from.

Following discussion, Mr. Kenny amended his motion to include that the \$4,859 be returned to the General Fund, and Mr. Bentley seconded the amended motion.

Mr. Monroe called the question and the motion was carried unanimously to approve Item 8 as discussed, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe expounded Item 9 was a referral from the Tourism Committee, requesting to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$6,960 to reflect the receipt of advertising revenue from the Summer TV/Coupon Blitz and the Better Homes & Gardens Co-op Advertising.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve Item 9 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe said Item 10 was a referral from the Westmount Health Facility and Countryside Adult Home Committee, requesting to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$324 to reflect receipt of HCRA (Health Care Reform Act) Recruitment and Retention Grant funds.

Motion was made by Mr. Champagne, seconded by Mr. Stec and carried unanimously to approve Item 10 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe expounded Items 11A and B were referrals from the Youth Programs Committee. The first, he said, was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$2,000 to reflect receipt of the tennis grant. Item 11B, he added, was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$320 to reflect the receipt of YDDP Youth Recreation funds.

Motion was made by Mr. Stec, seconded by Mr. Bentley and carried unanimously to approve Items 11A and B as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Monroe advised that Paul Dusek, County Attorney, had requested to address the Committee regarding Items 12A through C.

Mr. Dusek stated Item 12A was regarding the sale of property in Warrensburg (Tax Map Parcel No. 224.9-1-3), which was purchased through sealed bid and the question regarding 2005-2006 school and 2006 Town and County back taxes. He further explained that the new owner of the property was informed that taxes were owed for 2005 and 2006. Mr. Dusek said it was his opinion that taxes were not owed on this property due to the fact that the property was not purchased until March of 2006. He further stated that the County had never required delinquent taxes to be paid upon purchase of a parcel of property, only taxes that occurred after the sale.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to authorize the County Attorney to send a letter to the owner of the previously discussed property, advising that delinquent taxes were not owed on the parcel, and the necessary resolution was authorized for the next board meeting.

Mr. Dusek continued, and noted Item 12B was a request to amend Resolution No. 597 of 2004, Authorizing the Commissioner of Administrative and Fiscal Services to Obtain a Single Credit Card from a Bank or Financial Institution and Establishing County Credit Card Policy, to include authorizing the issuance of a credit card to the Warren County Treasurer. He explained that during a recent audit, it was discovered that a credit card issued to the Treasurer's Office was not included in the authorizing resolution; therefore, the resolution needed to be amended accordingly.

Motion was made by Mr. Kenny and seconded by Mr. Belden to approve the request as outlined.

Mr. Champagne questioned why the credit cards were not in one centralized location for distribution. Hal Payne, Commissioner of Administrative and Fiscal Services, advised there were a total of five credit cards within the County, including the one for the Treasurer's Office. He further stated that the Purchasing Department had one card for ebay purchases, the Sheriff's Office had two cards, and one card was located in the Office of the Commissioner of Administrative and Fiscal Services. Mr. O'Connor asked if all the credit cards were issued from the same bank and Mr. Payne replied affirmatively and noted they all had the same account number with the last four digits differentiating which department they belonged to.

Discussion ensued with regard to credit cards within the County. Mr. Dusek agreed that the credit cards should be centralized in order to have a unified approach to the usage of the cards. Mr. Payne advised the Sheriff's Department also had separate credit cards for businesses such as Home Depot and Lowes in order to make purchases at State contract prices.

Following discussions, Mr. Kenny withdrew his motion and Mr. Belden withdrew his second to the motion.

The Committee requested that the issuance of the additional credit cards in the Sheriff's Office be referred to the Sheriff and Communications Committee for further discussion.

Motion was made by Mr. Stec, seconded by Mr. VanNess and carried unanimously to close the credit card account assigned to the Treasurer's Office.

Mr. Dusek expounded Item 12C, regarding the Adirondack Regional Business Incubator Project and amending the Agreement between the County, the Town of Queensbury, Adirondack Community College (ACC), Queensbury Economic Development Corporation (QEDC) and others concerning disposition of proceeds of the sale of the building, if it occurs, had been previously discussed and Item 5 on the Agenda which related to this issue had been tabled; therefore further discussion was not needed.

Concluding the Agenda review with Item 13, Mr. Monroe acknowledged that Finance Committee action was required on the following item, as it was approved by the Personnel Committee: Item No. 2B.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve Item 13 as outlined above.

There being no further business before the committee, on motion by Mr. Belden and seconded by Mr. Stec, Mr. Monroe adjourned the meeting at 10:35 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk